

YOUTH SERVICES POLICY

Title: Placement Process Next Annual Review Date: 07/16/2016	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.4
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References: ACA Standards 2-7117, 2-7118 and 2-7119 (Juvenile Probation and Aftercare Services); YS Policy Nos. C.5.6 "Juvenile Electronic Tracking System (JETS)" and D.9.7 "Financial Assessment, Medicaid Eligibility and Parental Contributions"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/16/2015

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish uniform policy and broad procedures regarding the process of placing a youth in a non-secure residential facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Directors, Regional Managers, Probation and Parole Supervisors / Juvenile (PPS/J), and Probation and Parole Officers/Juvenile (PPO/J).

IV. DEFINITIONS:

Administrative Review Panelist - An unbiased party who is required to participate in the development of the Individual Service Plan, as well as in Administrative Reviews.

Agency - Youth Services, Office of Juvenile Justice

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state

Individualized Service/Reintegration Plan (ISRP) – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address

the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISRP is modified throughout supervision as need areas are identified.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

Magellan Health Services of Louisiana - Health Care Management Company specializes in managing behavioral health care, as well as diagnostic imaging, and specialty pharmaceutical services and providing pharmacy benefit administration, and partners with clients, providers, members and other stakeholders within health care communities.

Parent or Financially Responsible Person - A youth's legally responsible parent - a natural or biological parent, an adoptive parent, or a legally appointed tutor.

Placing PPO/J - the assigned probation officer from the region where the placement originates.

Placing Region - The region from which a placement originates, usually the region where the youth's parent/guardian resides.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

Regional Director – The Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

Regional Managers - Managers of the CBS offices located throughout the state.

Statewide Management Organization (SMO) - Magellan Health Services of Louisiana manages behavioral health services for Medicaid and Non-Medicaid eligible populations served by the Office of Behavioral Health (OBH), Department of Children and Family Services (DCFS), the Department of Education (DOE) and Office of Juvenile Justice (OJJ) and funded through state general funds and block grants, including services for individuals with co-occurring mental health and addictive conditions.

Supervising PPO/J - The probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

Unbiased Staff Member - a Probation and Parole Officer/Juvenile (PPO/J) or Probation and Parole Supervisor/Juvenile (PPS/J) not directly involved with a particular case.

V. POLICY:

It is the Deputy Secretary's policy that when placement is necessary, youth should be placed in a program which is most appropriate to meet his needs, in the least restrictive environment, and in close proximity to his home.

VI. PROCEDURES:

- A. Staff shall make referrals to appropriate non-secure programs utilizing the Magellan SMO network placement options prior to sending referrals to OJJ non-secure programs.
- B. When applicable, a pre-placement interview with the youth and his parent will be conducted at the facility to familiarize them with the program and to allow participation in the decision-making process.
- C. Once the youth is accepted for placement by a non-secure program, the parent or guardian is notified by the placing PPO/J and a date for placement is set.
- D. Transportation is arranged by the placing PPO/J and all pertinent documents for the youth shall be submitted to the facility.
- E. The EP-06 form, "Authorization for Placement", shall be completed in JETS and signed by both the placing PPO/J and a facility staff member to document the date of placement.
- F. Within 24 hours of a youth's placement in a program outside the region of origin, the Regional Manager of the supervising region shall be notified of said placement via telephone, fax or email by the placing PPO/J or placing Regional Manager.
- G. If the youth requires a special or court ordered service, such as sexual perpetrator therapy, the placing PPO/J shall forward documentation of its necessity to the supervising PPO/J (i.e. court order, psychological evaluation, assessment, etc.). The supervising PPO/J shall be responsible for submitting the 156A to Central Office for approval and payment of said services.
- H. The youth's Master Record, transfer screen and placement screen shall be updated in JETS by the placing PPO/J.
- I. A copy of the order placing the youth in the agency's custody with the *"best interest/reasonable efforts"* wording shall be obtained from the court by the placing PPO/J.
- J. Within fourteen(14) days of notification of custody the placing PPO/J shall:

1. Complete the Financial Assessment Forms (FAST I & II) in JETS and submit the forms to the Public Safety Services/Office of Management and Finance (PSS/OMF) Social Services Analyst (SSA) for review;

If the PPO/J is unable to complete the FAST forms, the PPO/J shall mail the forms to the parent/financially responsible person to complete and forward to PSS/OMF at the address noted below:

Department of Public Safety and Corrections
Public Safety Services
Office of Management and Finance
P.O. Box 66614
Baton Rouge, LA 70896-6614

Only a parent or financially responsible person shall complete the FAST forms. If the youth is in the custody of a person or persons who do not fall within the definition of a financially responsible person, the PPO/J shall attempt to locate the youth's legally responsible parent – a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the youth is in the custody of a person who is not a parent or financially responsible person, the PPO/J shall input this information in a narrative in JETS, and take no further action.

2. Develop the ISP in collaboration with the youth, parent, a residential provider representative, an unbiased staff member (see definition), and other individual(s) identified by the PPO/J as significant to the youth making a positive adjustment.

The ISP shall be documented in JETS and signatures of all participants obtained. The ISP shall be sent to the residential provider and parent.

- K. The placing PPO/J shall create the "Notification of Placement Letter" in JETS and send a copy to the parent within three (3) days after placement and any subsequent placements.
- L. The placing PPO/J shall forward all pertinent case documents not available in JETS to the supervising PPO/J within seven (7) working days after placement.

Previous Regulation/Policy Number: D.9.4

Previous Effective Date: 12/20/2013

Attachments/References: